

## Sales Coordinator

### About us

We have an exciting opportunity to be part of a growing team at Nottingham Venues.

A fantastic position has arisen for an experienced Sales professional to join our team. This is an exciting opportunity that offers plenty of scope to develop a successful career in sales and event management, supporting our Nottingham Venues properties.

If you have a passion for exceptional sales skills and experience in a Sales environment, then this is the job for you.

Right at the heart of the University of Nottingham's campus sits the Nottingham Venues - East Midlands Conference Centre and Orchard Hotel, an award-winning eco-friendly hotel.

The East Midlands Conference Centre has recently completed a £2.1m refurbishment providing event space for up to 1000 delegates.

On our Jubilee campus we have the Jubilee Hotel and Conferences, set within 65 acres of lakeside grounds, offering an innovative setting for events, with all the comforts of a modern hotel.

This along with all the University of Nottingham teaching space, Campus Venues, makes Nottingham Venues a vibrant, fun team and a great place to work if you want a fantastic career in hospitality.

For more information, please visit [Nottinghamvenues.com](http://Nottinghamvenues.com).

### Main purpose of the role

- You will be responsible for handling new event enquiries, maximising and converting opportunities for our properties which will include creating proposals, conducting client site-visits and ensuring great customer service within brand guidelines.
- Liaise directly with Nottingham Venue clients and assist in the planning, design and success of high-profile events such as conferences, exhibitions, award dinners and weddings.
- Maximise client satisfaction and profitability by using the companies pricing and sales strategies.

- Maintaining exceptional working relationships with conference clients, guests, internal departments, and key stakeholders of the business.
- The opportunity to build own portfolio of clients and events under the general guidance of the Director of Sales

## **Behaviours and Values**

You will be working in a large sales team within a fast-paced environment, and it is vital that we work as a cohesive team to achieve our business goals.

The ideal candidate will have previous sales experience and working well within a team. You will need to have outstanding time management skills, positive mindset, and a can-do attitude. You may be required to work flexible hours to support our excellence in customer service.

With a strong commitment to customer service delivery to ensure repeat custom, you must also demonstrate a high standard of written and verbal communication skills.

## **The ideal candidate**

- Previous sales experience working in a Meetings and Events office, or similar role is required.
- Enjoy working and dealing with the public and being part of a team.
- Confident, pleasant and an excellent articulate communicator; able to stay calm under pressure and remain courteous when dealing with difficult situations.
- Must be efficient, organised and self-motivated.
- Have a good personal standard projecting a professional image at all times.
- Strong engagement skills to ensure effective communications with all internal colleagues, suppliers and clients.
- Attention to detail, creating and delivering detailed operations sheets to all parties involved.
- Strong IT Skills

## **Benefits**

As a reward for your hard work and to help you look after your health and wellbeing, make the most of your finances and enjoy your leisure time, here are some of the great benefits we offer:

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day holiday for each years' service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualifications
- Employee wellbeing support via our Employee Assistance programme
- Discounted rates for both yourself and family and friends in our hotels and restaurant
- Discounted membership at the University sports facilities
- Access to a range of retail, technology, and holiday discounts through the Nottingham Venues discounts platform
- Cycle to work benefit scheme
- Employee recognition including long service awards and monthly "Top of the tree" event
- Opportunity to earn additional payment by being a member of various employee committees
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So, we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information.